

Master Plan Steering Committee
Meeting Minutes
February 11, 2016

Members Present: Didi Chadran, Kara Minar, Lucy Wallace

Liaisons Present: Don Ludwig

The meeting was called to order at 7:05 PM.

Administrative: The minutes of January 28, 2016 were approved as presented. Kara reported that Burns and McDonnell (B&McD) had signed the change order for B&McD to incorporate the Devens findings into the master plan. The MPSC voted to recommend its countersigning by Tim Bragan and Lorraine Leonard.

Finances: Kara reported that according to a recent review of funds spent to date, we did not have the \$8,113 we believed had not been spent, but rather only \$6,889. The discrepancy, apparently, was due to tracking and payment of B&McD invoices which had resulted in an erroneous overpayment of \$1,889 to B&McD. Given that \$5,000 was to fund the change order, it was apparent we might not have the funds to cover outreach for the final public hearing. Kara is going to work with Bill to resolve this apparent overpayment. The mailing for the public hearing will not go forward until the fund balance has been resolved.

Public Hearing on Draft Master Plan: It was agreed to move the public hearing to Thursday, March 24th to give B&McD sufficient time to complete its work and the MPSC to review the final document. The agreed upon format is as follows: Bill will start with a power point presentation outlining the Master Plan (goals from Phase 1, brief description of findings for element, Devens aspect, and recommendations). We expect this presentation will take an hour. The hearing would then be open to 30 minutes of Q&A, with Kara moderating. The MPSC and liaisons will be seated as a panel to answer questions.

The draft press release prepared by Didi was reviewed and edited. Didi will send out a revised press release for final review. He will work with J&S Printing in Ayer for a postcard town wide mailing. The postcard needs to be finalized by March 7th to it can be mailed March 17th.

Chapter 11, Action Plan, Review: The bulk of the meeting was spent reviewing and editing the Action Plan matrix. It was agreed recommendations should be grouped by elements and that only the primary committee or board responsible for implementing the recommendation be listed. Lucy and Kara will share the edits and deletions with Bill ASAP with the goal of having a revised Chapter 11 sent to MPSC for finalizing at our next meeting on February 25th.

Final Review of Draft Master Plan: Bill has been taking notes on each chapter as the MPSC has been reviewing them. We now need an updated and fully revised draft plan for a final review before the hearing. We set the March 3rd meeting for this final review. Chapters were divided as follows for each member to be responsible for review:

Chapter 1, Introduction: Kara

Chapter 2, Land Use: Kara

Chapter 3, Natural Resources & Open Space: Didi
Chapter 4, Population & Housing: Lucy
Chapter 5, Harvard's Economy: Don
Chapter 6, Cultural Resources: SusanMary
Chapter 7, Community Services & Facilities: SusanMary
Chapter 8, Circulation & Traffic: Kara
Chapter 9, Devens: Lucy
Chapter 10, Opportunities & Challenges: all

Schedule: Our next meetings will be on:

2/25: Review of revised Chapter 11
3/3: Review postcard and final review of draft plan
3/10: Review power point presentation (if Bill has completed)
3/17: Finalize materials and presentation for public hearing
3/24: Public hearing - Volunteers Hall 7 - 9 PM
3/31: Planning Board meeting to adopt plan

The meeting was adjourned at 9:10 PM.